



## **Solicitation Information**

12 Dec 06

**RFQ / RFP # 7002861**

**TITLE: Lobbying Services / Public Relations**

**Submission Deadline: 29 Dec 06 @ 2:00 PM (Eastern Standard Time)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **19 Dec 06 at 12:00 Noon (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at**  
**[www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

Note to Vendors:

**Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Board of Governors for Higher Education (RIBGHE) and the Office of Higher Education (OHE), requests proposals from qualified firms and/or lobbyists to provide contract lobbying services in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available on the Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).

The RIBGHE wishes to retain the services of a contract lobbyist for the purpose of monitoring legislation involving, affecting and/or of interest to the RIBGHE and the OHE during the 2007-2009 Rhode Island General Assembly sessions. (The contract will be in force for the 2007 session; options for renewal for 2008 and 2009 will be at the sole discretion of the State.) The selected firm/lobbyist will also work with the RIBGHE and the OHE to draft any proposed legislation in support of the former's mission and to help secure a suitable sponsor(s) to have this legislation introduced at the General Assembly. In addition, the selected firm/lobbyist will counsel RIBGHE and the OHE as to the question of their attendance and/or testimony at hearings on any relevant legislation, as well as recommend other individuals to testify, help prepare all parties to testify and/or testify himself or herself, as deemed appropriate and necessary, in support of or against particular legislation of interest to the RIBGHE and the OHE.

The selected firm/lobbyist will lobby members of the Rhode Island General Assembly and/or the Executive Branch in support of positions taken by the RIBGHE and the OHE on legislation involving, affecting and/or of interest to the latter two organizations during the 2007-09 sessions. It is possible that the RIBGHE and the OHE may need the selected firm/lobbyist to counsel the Board and the Office with regard to legislation at the federal level as well, although the majority of work is expected to take place at the State level.

The budget for the scope of work for this project is not to exceed \$25,000 for any annual legislative session.

#### INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral, or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- **All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.**
- Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered. FAXED OR EMAILED PROPOSALS WILL NOT BE CONSIDERED.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040).
- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP/LOI.
- The offeror should be aware of the State's requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 222-6253 or visit the website <http://www.rimbe.org>

### **Scope of Work:**

The selected firm/lobbyist must be able to demonstrate and document successful experience lobbying the Rhode Island General Assembly, the Executive Branch and also the federal government. This includes experience working with legislative, executive and federal staffs.

Responsibilities of the selected firm/lobbyist will include but not be limited to the following:

- The selected firm/lobbyist will consult with the Board of Governors for Higher Education (RIBGHE) and the Board's Government Affairs Committee, as well as the Commissioner of Higher Education in Rhode Island, the Associate Commissioner for External Affairs and – through the Commissioner - the Presidents and/or their designees of the University of Rhode Island, Rhode Island College and the Community College of Rhode Island.
- The selected firm/lobbyist will monitor all legislation involving, affecting and/or of interest to the RIBGHE and the Office of Higher Education during the 2007-09 Rhode Island General Assembly sessions.
- The selected firm/lobbyist will work with RIBGHE and the Office of Higher Education to draft any proposed legislation deemed necessary to support the former's mission and will help secure a suitable sponsor(s) to have this legislation introduced at the General Assembly.
- The selected firm/lobbyist will counsel RIBGHE, the Office of Higher Education, the Commissioner and – through him - the President and/or their designees of the University of Rhode Island, Rhode Island College and the Community College of Rhode Island as to the question of their attendance and/or written or oral testimony at hearings on any relevant legislation. Counsel is also expected to recommend other individuals to testify, thoroughly research and help prepare all parties to testify and/or testify himself or herself, as deemed appropriate and necessary, in support of or against particular legislation of interest to the RIBGHE and the Office of Higher Education.
- The selected firm/lobbyist will lobby members of the Rhode Island General Assembly and/or the Executive Branch in support of positions taken by the RIBGHE and the Office of Higher Education on legislation involving, affecting and/or of interest to the latter two organizations during the 2007-09 sessions.
- Working with the Commissioner and the Associate Commissioner for External Affairs, the selected firm/lobbyist will meet with members of the Rhode Island delegation in Congress, and/or members of their respective staffs, to identify federal legislation affecting and/or of interest to the RIBGHE and the Office of Higher Education.

- If necessary and/or appropriate, the selected firm/lobbyist will also counsel the RIBGHE and the Office of Higher Education with regard to relevant legislation at the federal level as to the question of their attendance and/or written or oral testimony at hearings on any such legislation, as well as recommend other individuals to testify, help prepare all parties to testify and/or testify himself or herself, as deemed appropriate and necessary, in support of or against particular legislation of interest to the RIBGHE and the Office of Higher Education at the federal level.
- The selected firm/lobbyist will provide weekly reports and analysis, at a time and in a format to be agreed upon, during the 2007-09 Rhode Island General Assembly sessions to the Office of Higher Education through the Associate Commissioner for External Affairs. He/she will also prepare a detailed end of session report within 30 days of the end of each legislative session.
- The selected firm/lobbyist will register with the Rhode Island Secretary of State's Office on behalf of the RIBGHE and the Office of Higher Education and comply with all rules and laws of lobbying in Rhode Island, as put forth by the Secretary of State's Office. If the lobbyist engages in federal lobbying, he/she will register with the appropriate federal authorities and comply with all rules and regulations for lobbying at the federal level.

Awards resulting from this Request will be subject to the State's General Condition of Purchase which is available from the Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). The selected Contractor will provide services for a period of seven months or until 30 days after the close of the 2007 General Assembly session. The contract is then renewable for the 2008 session at the sole option of the State. At the conclusion of the 2008 session, the contract is again renewable at the sole option of the State for the 2009 session.

Interested firms and lobbyists should submit responses to the Request for Proposal containing the following information:

- Description of the Offeror's corporate background and lobbying experience, with special focus paid to recent state and federal lobbying work during the last four (4) years.
- A list of other clients the Offeror plans to lobby for during the 2007 Rhode Island General Assembly session. Please specify which clients are under contract at the time of this submittal and which clients, if any, for which the firm and/or lobbyist has agreed to work but for whom a contract has not yet been finalized.
- Disclosure of any and all similar work the Offeror may have done for the RIBGHE, Office of Higher Education and/or any other institutions of higher learning, public or private, as well as independent institutions such as hairdressing and cosmetology schools, truck driving schools, etc., either within or outside of Rhode Island during the last four (4) years.

- Disclosure of any real or potential conflicts of interest the Offeror may have with the RIBGHE, Office of Higher Education and/or the University of Rhode Island, Rhode Island College, Community College of Rhode Island or independent institutions such as those mentioned above.
- Resumes for any and all individuals proposed to serve as lobbyists under this contract.
- Additional staff or services as may be available through subcontractors, subsidiaries or corporate partners.
- A list of no more than three references or letters of endorsement from clients or organizations in Rhode Island for whom similar work has been done.
- A detailed cost proposal for all services to be rendered and reports provided including a comprehensive price list for all services including fully absorbed hourly billing rates for all members of the proposed project team.

### **Pre-Proposal Questions and Submission**

Questions concerns this solicitation may be emailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than THE DATE AND TIME INDICATED ON PAGE ONE OF THIS SOLICITATION. Please reference the RFP # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Interested offerors may submit proposals to provide the services covered by this Request on or before THE DATE AND TIME LISTED ON THE COVER PAGE OF THIS SOLICITATION. For the purpose of this solicitation, the official time clock is in the Division of Purchases Reception Area. Proposals received after this time and date will not be considered.

Responses (**an original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked **RFP # 7002861: Lobbying Services / Public Relations** to:

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

**Responses must include the following:**

1. A completed and signed R.I.V.I.P. generated bidder certification cover form (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.ri.gov>)
2. A statement of experience describing the Offeror's background, qualifications and experience with and for similar projects, and all information described earlier in this solicitation.
3. A completed and signed W-9 Taxpayer Identification Number & Certification (downloadable from [www.purchasing.ri.gov](http://www.purchasing.ri.gov))
4. A comprehensive price list for services as previously described.

**Evaluation of the responses will be based on evidence of:**

1. Evidence of competence to perform the desired services by virtue of the experience and track record of the Offeror in providing similar services, and the documented qualifications and experience of the staff who would be assigned to this project. [25%]
  2. Ability to perform the services expeditiously, as reflected by current and projected workload during the 2007 Rhode Island General Assembly session. [25%]
  3. Past performance, as reflected by the evaluation of customers/clients for whom similar work has been performed, including but not limited to other state, federal or municipal agencies. {20%}
  4. Knowledge of contemporary issues affecting public higher education, including but not limited to federal financial aid policy, immigration issues, etc. {10%}
  5. A cost proposal (with all-inclusive hourly rates). {20%}
- Pricing must be provided for the maximum 3 years of the contract term.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all proposals submitted and to waive any informalities in any vendor's proposal.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Selection Committee, which will recommend a finalist to the Director of the Department of Administration, who will make the final selection for this requirement.